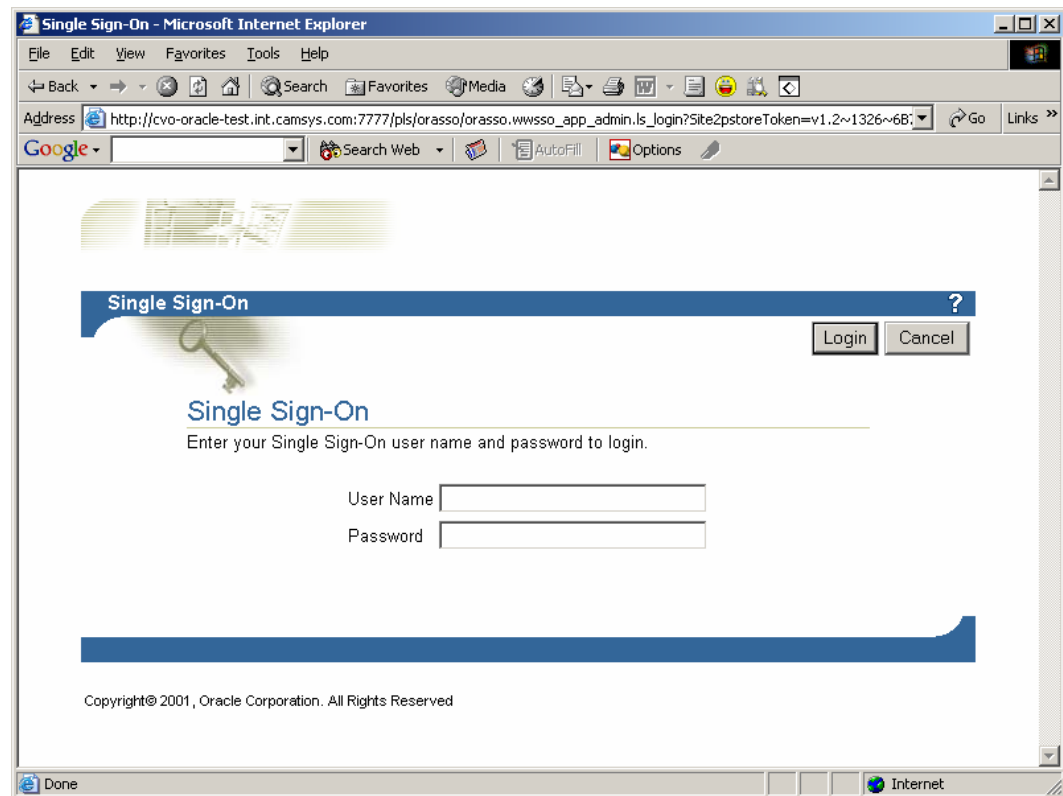


## 2.2 LOGGING INTO THE SYSTEM

For the vast majority of activities using the system, one needs a valid user ID and password. Users will be provided with usernames and passwords as part of their registration into the MCSD single sign-on process.

Once you have a user name and password, the login process is as follows:

- Details of the login process will be provided by DOR.
- On the screen that appears, enter your user name and password in the fields provided, and press the login button.



If your name and password are valid, you will be taken to a home page. If not, you will be asked to try again.